

SOCIAL WORKER III

CLASSIFICATION DEFINITION

Under general direction, the Social Worker III carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

Social Worker III is the advanced journey level in the Social Worker series. Incumbents are normally assigned a selected caseload of the more difficult cases and when needed are given supervisory consultation in development of treatment plans. They may also be assigned to a specialized function requiring a high degree of perception such as a special problem caseload or they are assigned to a specific geographic or functional area such as Court Investigations, Family Maintenance/Reunification, Emergency Response, Child/Adult Protection, or Foster Care. A Social Worker III may act as a lead worker to other social service workers. Incumbents are expected to work independently.

Social Worker III differs from Social Worker II in that the former receives the more difficult assignments requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for services. Incumbents normally work with a high degree of independence of action in administering services and in making use of agency or community resources. Social Worker III differs from Social Worker IV in that the latter is the Master's degree level in the series.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Social Worker III classification receive general direction from a Social Worker Supervisor or other higher-level supervisor or manager, and may act as lead worker to a group of Social Workers or other service employees.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Carries a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life.
- Performs case studies to determine social service needs of clients.
- Develops and carries out social treatment plans for an assigned caseload.
- Refers clients to other staff members.
- Makes a diagnosis of client problems and follows through with the social treatment plans with a high degree of independence.

- Interprets policies, rules, and regulations to client, applicants, and others.
- May act as a lead worker to a small group of social service workers or service employees.
- Assists applicants and recipients in utilizing available resources for individual needs.
- Makes home visits in connection with casework assignments.
- Prepares and maintains case records.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
- Receives casework consultation from professionally trained staff members.
- May be required to testify in court.
- Acts as an advocate in the client's behalf.
- Works with community organizations.
- Makes referrals to outside resources.
- May provide Targeted Case Management services and engage in outreach and other activities to enhance services to Medi-Cal beneficiaries.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of interviewing and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Basic principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency.
- Basic principles involved in the nature, growth, and development of personality and in-group processes.
- Community organization and the social problems calling for the use of public and private community resources.
- Current problems and methodology in the field of public social services.

Ability to:

- Communicate effectively with others in person and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Perform job duties under stressful conditions.
- Respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or county

regulations.

- Understand and apply the agency program, policy and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective working relationship with agency staff, clients, and outside organizations.
- Analyze situation and adopt effective courses of action.
- Apply existing laws, rules, and regulations to welfare department operations.
- Interpret and explain to applicants, recipients, or others public social service programs, policies, rules and regulations.
- Develop skill in interviewing case, recording, and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Communicate effectively both orally and in writing.
- Operate a personal computer and other office equipment and related software.
- Act appropriately in emergency and stressful situations.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

One (1) year of full-time experience comparable to the Social Worker II classification.

OR

Two (2) years of full-time social work casework experience in a public or private social services agency **AND** Equivalent to graduation from a four (4) year college which included thirty (30) semester units in social welfare, social/human services, sociology, or other behavioral science.

SPECIAL REQUIREMENT

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

DRIVER LICENSE REQUIREMENT:

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.